**ESHA TYAGI**

508, Saddik Nagar, Sihani,   
 Ghaziabad, UP- 201003  
[Esha.tyagi@monark-india.com](mailto:Esha.tyagi@monark-india.com) ,  
 [Eshagzb@gmail.com](mailto:Eshagzb@gmail.com)  
 **9540952042**

**CARRER OBJECTIVE:**

To get a promising career in human resource and where I can use my knowledge, skill and synergize with the organization to focus on achievement of organizational goals through long efforts and consistent performance.

**WORK EXPERIECNCE:**

**Company Name:** Monark India Pvt. Ltd.

**Designation:** HR Trainee (Recruitment)

**Duration:**  June’15 till date.

**Roles and Responsibilities:**

Handling all HR related activities that are as follows:

* End to End Recruitment Cycle of Hiring :
* Sourcing,
* Screening,
* Shortlisting,
* Gathering feedback and placing personnel in quick turnaround time
* Taking Initial HR round of interviews.
* Keep Coordinating with our Consultants.
* Ensure complete confidentiality of Candidate information.
* Issuing of Offer and Appointment letter to selected candidates.
* Verifying the documents for all the new joinees at the time of joining.

* Maintaining daily, weekly, and monthly report of hiring and reporting to HOD & MD.
* Providing requisition for official email ID creations and other IT assets for starters.
* Scheduling and conducting the Induction Program including a detailed presentation about Company.
* Updating new joinees data in master database.
* Assist in Bank Account Opening for the New Joined Employees.
* Maintaining the Daily attendance of the employees.
* Prepare Monthly Leave Roster, and circulate accordingly.
* Maintaining Leave records for all the Employees.
* Promptly informing the rejected candidates about the reason for the rejection.
* Use social and professional networking sites to identify and source candidates.
* Maintaining Data’s in a Consolidated Tracker for Smooth Flow in Work and for Audit purposes in future.
* Process oriented and ability to perform multiple Tasks.
* Employee Grievance Handling.
* Performance Appraisal & Feedback
* Performance assessment on probation ending.

**ACADEMIC QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Course/ Degree** | **Institute/University** | **Year of Passing** |
| MBA | UPTU | 2015 |
| BBA | CCSU | 2013 |
| 12th | CBSE | 2010 |
| 10th | CBSE | 2008 |

**STRONG ELEMENTS:**

* Positive Approach.
* Handled multiple tasks simultaneously.
* Strong Communication Skills.
* Dedication.
* Punctuality.
* Honest and Faithfull.

**SUMMER INTERNSHIP:**

**Organization:** HR Solutions, Delhi

**Duration:** 6 - 7 week

**Project Tittle:** Recruitment and Selection

* Handling End to End Recruitment Positions
* Scrutinizing Job Portals, as per the Client requirements.
* Arranging Interviews for Different Profiles as per client availability.

**PERSONAL DETAILS:**

**Date of Birth:** 5th Dec 1992

**Language Known:** English and Hindi.

**Hobbies:** Reading Books, Listening music.

**Declaration:** I hereby declare that the information furbished above is true to my

Knowledge.

**Date ----------------------**